

Job Title: Assistant Procurement Manager

Responsibilities:

- Supervise a full spectrum of procurement services including PO, reporting, vendor and cost management and integrate inventory planning with the best procurement practice to ensure optimal stock & cost efficiency
- Understand requirements from business and service teams and search proactively from the market to find out the best offerings for the Company
- Perform parts planning & inventory management for cost optimization & productivity improvement
- In charge of the data analysis for Procurement; produce high value added & user-friendly reports with improvement angles & timely accurate KPI measurements for the Company.
- Keep abreast of the best professional practices and recommend improvements to existing policies and procedures to enhance efficiency and effectiveness of procurement processes.
- Take up projects / initiatives as assigned

Requirements:

- Degree holder in Procurement, Supply Chain, Business Administration, Statistics, Mathematics or related discipline
- 5 years of relevant experience in procurement and supply chain management.
- High proficiency in excel, data analysis & reporting skills
- Hands-on experience in Procurement ordering system & presentable report compilation.
- Positive & analytical
- Candidate with less experience will be considered as Procurement Supervisor or Senior Officer

Interested parties please send your full resume stating present & expected salary to HR Department by email to hr@asiaworld-expo.com.

Personal data collected will be used for recruitment-related purpose only.

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